

## Alternative Education On-site Monitoring Visit Rubric

**Reviewer: SF      Date: 5/1/07**

**Alternative Education Program: 1970-4**  
**School Corporation: Muncie Community Schools**

**Contact Person: Don Holderman/Lisa Allen**  
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Alternative Education Programs will be required to share documentation for each component during the site visit. If documentation is not available on-site, the alternative education contact person will be required to submit documentation to the IDOE within seven (7) days of site visit completion. Programs will be given an Unsatisfactory or Satisfactory for each component. Programs receiving an Unsatisfactory for any component will be required to address those issues in order to remain an approved program.

COMPONENT	DOCUMENTATION SUGGESTED	DOCUMENTATION PROVIDED	UNSATISFACTORY	SATISFACTORY
Corporation and Community Support	-Board minutes -Letters of support -Joint agreements -Newspaper articles  -Advisory Group list	* Board approves grant. * Signed Assurances page provided. *In-building Alternative Education Evaluations		-Administration/board support programming.  -Evaluations by staff support programming. *Committee reviews entrance criteria but program could benefit from advisory group that included community partners.
Alternative Education Components	-Curriculum  -Assessment  -Instructional Methods  -Scheduling  -Engagement Strategies	*Use approved course titles/descriptions. *Curriculum map.  *Data provided by student. * Not observed due to time. *Schedule provided.  *Camp adventure field trip. *Service learning component with		-Curriculum meets standards. -Service learning, life skills, community service, behavioral interventions, etc.  *Use assessments and extensive data to chart progress and make adjustments to meet student needs.  *Multiple strategies shared.

	-ISP	Parkview Nursing Home. *Work One guest speakers. *Parent letters and contacts recorded. * Behavior contract. * GEI Plan meetings to address student needs.  *ISP completed for each student in program in binders.		-ISP has intervention plan but it could be more specific. Reviewed annually.
Small positive learning environment for students/staff	-Staff & Student roster -Staff meeting agenda  -Prof. development plan  -School Improvement Plan	*Rosters provided. *Agendas for alt ed staff mtgs. provided by DH. *Plan provided by LA. Memos on professional development provided by DH. *SIP provided.		-T-S ratio at or <1:10 -Regular meetings with staff address issues and concerns. -Professional development linked to SIP, mission, and goals.  -SIP plan goals set and using data to address areas of need. Need to ID how alt ed will make a difference in meeting goals of SIP.

### On-site Observation Components

During the site visit, IDOE personnel will visit sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual programming matches descriptions that were provided in the grant application; that students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content and alternative strategies. Each program will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Programs receiving a “U” in any component will be required to address deficiencies.

COMPONENT	DATE REVIEWED	S	U	REVIEWER COMMENTS
Programming matches description in grant application.	Not reviewed			Arrived at program later than anticipated. Students not in session at that time.

Students appear engaged.	<b>Not reviewed</b>			Arrived at program later than anticipated. Students not in session at that time.
Location supports a positive learning environment.	<b>Not reviewed</b>			Arrived at program later than anticipated. Students not in session at that time.
Teachers appear knowledgeable and caring.	<b>Not reviewed</b>			Arrived at program later than anticipated. Students not in session at that time.

### Compliance Components

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation must be provided as part of the site visit monitoring. The alternative education contact person listed for each program will be contacted about documents, policies, or descriptions that will be required for the compliance components. Documentation can be submitted prior to or at the visit. Failure to provide documentation will result in removal from the approved program list.

COMPONENT	SUGGESTED DOCUMENTATION	DOCUMENTATION REQUESTED	DATE REQUESTED	DATE RECEIVED	C	N-C
Policies & Procedures	-Student Handbook -Entrance/Exit Criteria	*HS handbook used. *Criteria shared.. *Counselors Referral Form provided. *Committee review of student application to determine appropriate placement.		5/1/07	X	
Staff Qualifications and Employment by Corporation	-Licenses (Teacher, Administrator, Social Worker, Counselor) -Highly Qualified Teachers	Teachers licensed for content area . Administrator very organized. She works to secure needed services and creates community links.		5/1/07	X	

Health and safety laws and regulations	<ul style="list-style-type: none"> <li>-Safety plans and/or records</li> <li>-Physical location description and/or Department of Health documentation</li> <li>-Evacuation plans</li> <li>-Student release policies</li> <li>-Transportation policies (as applicable)</li> </ul>	Location approved through corporation process. Floor plan, emergency preparedness and crisis plan shared. Transportation available on school bus.		5/1/07	X	
Financial viability	<ul style="list-style-type: none"> <li>-Other Grants applied for/received</li> <li>-Description of how last alt ed distribution funds were spent</li> <li>-Description of corporation 1/3 match.</li> </ul>	Transfer tuition also used to support programming.		5/1/07	X	
2 Hour Session/ School Day	<ul style="list-style-type: none"> <li>-School schedule</li> <li>-# reported for Shortened School Day</li> </ul>	Schedule showed students in attendance all day but only claimed for ½ FTE since only 1 hr. after lunch. <i>Need to insure students do not go in and out of alt ed sessions.</i>		5/1/07		X

Comments: Mission is to increase academic achievement and to keep struggling students on track to graduate. Students remain together but teachers rotate for core subjects. Students attend electives as part of the traditional HS program. Good tracking on attendance, grades, referrals, parent contacts for each student. Data used to address individual needs and to revise programming when appropriate. Had two counseling interns and school counselors met frequently with students in the program.

